

## **PRV – Outreach MediPASS Agreement Modifications**

### **Purpose:**

The purpose of this procedure is to process MediPASS Provider agreement modifications.

### **Identification of Roles:**

Primary Role - Provider Enrollment staff will perform this procedure.

### **Performance Standards:**

Increase MediPASS provider participation by five percent (5%) per year for each contract year, from base year. The base year is the 12-month period prior to the effective date of Iowa Medicaid Enterprise contract.

### **Path of Business Procedure:**

#### **Step 1: Received the change request from Providers.**

- a. From the mailroom or via fax in OnBase in PRV02 “MediPASS Agreement”
- b. If via email they must be printed to OnBase.

#### **Step 2: Outreach reviews the change for completeness.**

- a. If request is not complete, the request is pended and a letter is generated to the provider requesting additional information. If the request is complete, continue processing. If the change is due to a Tax Identification Number change, generate a letter notifying the provider that they must apply for a new Iowa Medicaid provider number. Areas that can be updated by Outreach staff include:
  1. Maximum number of members enrolled
  2. Age minimum or maximum
  3. Sex- female only, male only, or both female and male
  4. Current members only or new members accepted – C or B
  5. MediPASS 24 hour phone number
  6. Contiguous counties accepted

#### **Step 3: Update Change into the Medicaid Management Information System (MMIS)**

- a. Access the Provider Subsystem and enter code.
- b. Access Provider subsystem in MMIS
- c. Enter an Action Code of “C”

#### **Step 4: Enter 7 digit Medicaid legacy number.**

- a. Tab down to the Medicaid Number and enter the seven-digit Medicaid legacy number.
- b. Press Enter.

#### **Step 5: Press the “F3” Key**

#### **Step 6: Make changes on appropriate field**

- a. Tab to the appropriate field, which needs to be updated and make the change.

**Step 7: Press Enter to validate the change**

**Step 8: Press Enter again to complete the transaction**

**Step 9: Review changes for accuracy**

**Forms/Reports:**

N/A

**RFP References:**

6.4.6.3.3.a

**Interfaces:**

N/A

**Attachments:**

Process Map

